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Office Memorandum • UNITED STATES GOVERNMENT

TO : Members of the Audit Section

DATE: 25 October 1951

FROM : [REDACTED]

SUBJECT:

1. A review of the audits of station accountings has revealed a certain amount of carelessness on the part of the auditors which should be corrected immediately. For this reason you will find attached a copy of the criteria to be used in the audit of station accountings, together with a "refresher" on the same criteria. Kindly read these over and initial the routing sheet transmitting these documents.

2. It is also requested that care be taken in the preparation of adjustment vouchers. These should be made in triplicate, the second copy marked "Audit" and the third copy marked "Third" which will be filed in the Station file. The vouchers should be prepared in indelible pencil and in accordance with the sample form attached.

3. The review further reveals that determination cannot be made whether or not referenced dispatches or cables have been checked as authorizing certain expenditures. Every authorization quoted within the accounting should be verified and this action noted by initialing the dispatch or cable number mentioned in the accounting.

4. Vouchers claiming reimbursement for quarters should be checked with the Pay Roll Section to determine whether or not quarters are furnished to the employee and whether he is entitled to a quarters allowance.

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Attachments

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